CHARTER

MILITARY HEALTH SYSTEM
TECHNICAL INTEGRATION WORKING GROUP

A. Purpose and Scope

The Military Health System (MHS) Technical Integration Working Group (TIWG) is hereby established to serve as a standing subcommittee of the Information Management Program Review Board (IM PRB). The TIWG is a working-level body responsible for conducting in-depth review of technical and engineering issues related to MHS Information Management/Information Technology (IM/IT) programs and projects. The TIWG is also responsible for addressing MHS technical integration and infrastructure issues raised by the MHS Proponent Committee, and serves as the technical arm of the IM PRB under the sponsorship of the MHS Chief Information Officer.

B. Workgroup Functions

1. Serve as technical review body for development and changes to the MHS Technical Architecture and ensure compatibility with System and Operational Architectures.

2. Develop MHS standards consistent with DoD policy, directives, and direction.

3. Make recommendations to the IM PRB regarding technical and standards issues.

4. Facilitate the implementation of common IT solutions and sharing of technical information among the Technical Program Managers, DoD, Veterans Administration (VA), the Services, the United States Coast Guard.

5. Advise the IM PRB of known or potential technical issues and or problems associated with all areas of the MHS Architectural Framework or supporting applications.

6. Draft MHS Technical Policies for approval by the IM PRB.

7. Support the IM PRB, as directed.

8. Coordinate issues as appropriate with other working groups and IPT's such as the MHS Security Working Group, the MHS Joint Engineering Team, and the Information Architecture IPT.

C. Membership

1. Chairperson. The Director, IMT&R Technology Management, Integration & Standards (TMI&S)

2. Principal Working Group Members

    a. Technical Deputy to the Chief Information Officer, Department of the Army, Office of the Surgeon General

    b. Technical Deputy to the Chief Information Officer, Air Force Medical Support Agency

    c. Technical Deputy to the Commanding Officer, Navy Medical Information Management Center

    d. Technical Designee assigned by the MHS Program Executive Office (PEO)

3. Associate Members

    a. Theater program technical representative

    b. Clinical program technical representative

    c. Logistics program technical representative

    d. Resources program technical representative

    e. Executive Information/Decision Support program technical representative

    f. Infrastructure program technical representative

    g. Chief MHS AIS Security Program

    h. TMI&S Integration and Interoperability Branch

    i. TMI&S Architecture and Standards Branch

    j. A&SI

    k Contractor personnel supporting the TIWG

    l. Defense Enrollment Eligibility Reporting System (DEERS) representative

    m. Defense Information Systems Agency (DISA) representative

    n. The Department of Veterans Administration representative

    o. TRICARE Lead Agent representative

    p. United States Coast Guard (USCG) representative

    q. Other attendees, when invited

D. Voting Privileges

Voting privileges will be extended only to Principal Working Group members or their designated alternates. There will be a total of four voting members. Each of the three Services (Principal Working Group Members) and the PEO representative shall exercise one vote. Principal Working Group Members and alternates must be designated in writing by their Service or PEO to the Working Group Chair. Associate Working Group Members and alternates must be designated in writing by their Executive Agent to the Working Group

Chair. Voting members or their alternates must be present to exercise a vote. Persons not assigned within a Service or business area cannot be designated to serve as a temporary or permanent alternate. Proxy votes are not permitted. In the event of a tie vote, the Working Group Chair will exercise a vote for tie breaking.

E. Chair Responsibilities

1. Call and chair the Working Group meeting.

2. Seek and represent Working Group consensus to the MHS IM PRB regarding technical issues discussed at meetings.

3. Establish subcommittees and working groups, as required, to address specific technical tasking or to develop specific technical solutions in support of TIWG initiatives.

4. Provide management oversight and ensure utilization of the MHS Advanced Technology Integration Center (ATIC) for testing and evaluating applications software (revisions and upgrades) and hardware in support of the MHS Architectural Framework. In addition, the ATIC will be used extensively to provide a controlled environment to identify and isolate problems with existing MHS components.

5. Develop TIWG schedules showing dates and suggested subject topics.

6. Ensure minutes are recorded and provided to the voting members before the next meeting.

7. Hold presentations and briefing to a maximum time of thirty (30) minutes. This timeframe includes a ten (10) minute question and comment period.

F. Principal Working Group Member Responsibilities

1. Designate a primary and an alternate representative. Representation by the alternate is required in the absent of the primary member.

2. Participate in assessments of TIWG issues working towards a common enterprise wide solution.

3. Implement and support PRB decisions.

4. Provide representation for special assignments, working groups, and subcommittees, as required.

5. Advise the Chair of known or potential technical issues and or problems associated with the MHS Architectural Framework and/or supporting documents.

6. Review all Read-ahead and presentation materials prior to the scheduled TIWG meeting and be prepared to discuss and/or vote on the issues.
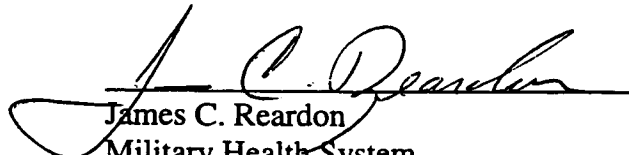
G. Operation

While any member of the TIWG can propose a topic for discussion, the voting members of the TIWG have the authority to determine what course of action, if any, that will be taken. Meetings will be scheduled monthly. Meetings are scheduled for a two-hour period, with ninety minutes being the goal. Special meetings will be convened at the call of the Chair to discuss an issue of immediate importance. In the event that a voting member is unable to attend, the approved alternate member will attend and may exercise voting privileges. Members who cannot attend meetings will be afforded teleconference services whenever possible.

H. Deliverables

The TIWG will deliver technical reports and draft technical guidance documents for IM PRB and MHS CIO review. These deliverables will focus on technical integration, and interoperability issues such as MHS interconnectivity with other medical systems, technical architecture and standards, system interfaces, commercial-off-the-shelf (COTS) systems, and other issues identified by the MHS Chief Information Officer; the Proponent Committee; the IM PRB; the Director, TMI&S; the Services; or the TIWG itself and requiring coordinated IMI&R, MHS IT Programs and Tri-Service action. Minutes of TIWG meetings will be prepared by TMI&S and distributed to members.

I. Charter Expiration

This charter will be reviewed annually and updated by the TIWG Working Group Members as required.

James C. Reardon
Military Health System
Chief Information Officer